

## **1035 - CULTURAL ARTS DIVISION DIRECTOR**

### **NATURE OF WORK**

This is responsible professional work organizing, planning, facilitating and directing the activities of the City of Miami Beach's Cultural Arts Council. The employee in this classification is responsible for coordinating the interface between the cultural arts council and city government in the administrative areas of technical research, special reports, agenda preparations, public information presentations. Work includes developing marketing programs, cultural arts grants programs, advocacy, revenue development, and the development of cultural facilities to stabilize and encourage the growth of Miami Beach's cultural community.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Coordination of meetings: agendas, minutes, sub-committees, monitoring of action steps.

Cultural Grants Program: Develop and issue proposal guidelines, pre-application consultation meetings, grants panel selection and orientation, panel review and recommendations, approvals by Commission and issuance of contracts and monitoring of project compliance.

Joint Marketing Campaign: Develop and implement programs to promote the image and awareness of Miami Beach as a city-wide cultural district and to increase earned revenue for cultural groups.

Advocacy and planning: Prioritize long range issues affecting Miami Beach cultural growth and forge partnerships to address them.

Revenue development: Identify and implement strategies for recurring revenues from a broad range of contributors and funding organizations to continue the arts development in the City of Miami Beach.

Cultural Facilities: Assess and prioritize city efforts to support cultural infrastructure needs.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of current practices in the field of local arts agency administration.

Thorough knowledge of the budgeting practices of performing and visual arts organizations.

Thorough knowledge of the cultural and fine arts needs of the City of Miami Beach, or the ability to acquire such knowledge.

Ability to use lettering, graphic, audio-visual and related equipment.

Ability to plan and organize effective educational and informational programs.

Ability to edit, analyze and evaluate grant proposals.

Ability to create and maintain effective working relationships with elected and appointed officials, arts organization representatives and other governmental agencies, media representatives and the public.

Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, to individuals or groups.

Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgement.

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### **MINIMUM REQUIREMENTS**

Three (3) years experience with budget and staff management, including the management and scheduling of committee meetings and professional arts administration. A Bachelor's Degree in Business, Arts or Management related fields preferred. Experience may substitute for education on a year-for-year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling. Some sitting, standing, pushing, and pulling.

### **SUPERVISION RECEIVED**

General supervision is received through the Director of the Office of Arts, Culture and Entertainment. General direction and policy is received from the Cultural Arts Council. Work is conducted with considerable independence and reviewed for effectiveness through appraisal of public response.

### **SUPERVISION EXERCISED**

Supervision of volunteers on committees and grant review panelist.

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